

C PRO BONO PROGRAM

How to Log Pro Bono Hours

Start by Signing in to My Carolina Law

Once you're logged, either:

- Click "Pro Bono Program Timesheet" under "Hot Topics" on the left side of the screen
- Navigate directly to the timesheet by going to http://bit.ly/log-my-hours

For New Projects:

• Click "Add Tasks to New Project"



For Projects You've Worked on Before:

Click the pen and paper icon next to the relevant project name

ACADEMICS	CAREER I	DEVELOPMENT	COMMUNITY RESOUR	CES STUDENT DEVELOPMENT	LAW LIBRARY	WEB TOO	OLS & APP	PS
Student Deve	lopment	« Pro Bono	Time Sheet					
Student Organiza	tions	MY PROJEC	rs					
Dean's Advisory	Council		Organization	Project		Hours		
Meeting Minute	8	Innocence Pr	oject	Generic		13	PB	×
Event Planning Guide		Legal Ald of I	North Carolina (Boone)	Spring Break Wills Project 2011 - WNC			pe	×
Judent Elections		NC Center or	Actual Innocence	NCCAI Locating and Investigating Pote Claimants	ential Innocence	23	P)×
(JJC)		NC Coalition Violence	Against Domestic	Comparative Law Research - 50B Enfo	rcement during appeal	6.5	PB	×
McCall Award Sel	ection	NC Supreme	Court	Summer Intern		25	PB	×
Scholarships		Student Pres	s Law Center	Challenging an unconstitutional restraint on student speech			PB	×
Leadership Devel	opment	UNC - Center	for Civil Rights	Election Protection			P	×
Academy		UNC - Lambo	la Law Association	Transgender Name Change Clinic		4	PB	×
Holderness Moot	Court	UNC - Pro Bo	no Program Board	Facilitator Hours			P	X
Broun National Tr Competition	ial Team	SHOW TOTA Between	AL HOURS and and and Export M	Go				

- Click "Select an Organization"
- Type in the name of the organization you worked for and click "Search Organizations"
 - Try different variations on the name if you don't find what you're looking for right away
 - If you are sure you do not see your organization, contact your class coordinator

My		HOOL OF LAW	
Search for an Org	anization		
SEARCH FOR A	N ORGANIZATION	T.	
Search Options			
By Organizatio	n Name:		
By organizatio	in Type:		
All Organizatio	n Types \$		
Search Organizat	ions Close		

• Select the bubble next to the organization you worked for and click "Use Selected Organization"

iea	rch for an Organization		
1	Name	Type	
5	AppalRed (Legal Aid of Kentucky)	Legal Services	
	Atlanta Legal Aid Society	Legal Services	
	Christian Legal Aid of DC	Non-Profit	
	Gwinnett Legal Aid	Legal Services Non-Profit	
	Jacksonville Area Legal Aid, Inc.	Legal Services Non-Profit	
	Legal Aid Centre of Eldoret (LACE)	Non-Profit	
	Legal Aid Commission of Sri Lanka	Non-Profit	
	Legal Aid Justice Center/Children First	Legal Services	
	Legal Aid North Carolina (Lawyer on the Line)	Non-Profit	
	Legal Aid of North Carolina (Advocates for Children's Services)	Legal Services	
	Legal Aid of North Carolina (Ahoskie)	Legal Services Non-Profit	
	Legal Aid of North Carolina (Ambassadors)	Legal Services Non-Profit	
)	egal Aid of North Carolina (Battered Immigrant Project - Raleigh)	Legal Services	
2	Legal Aid of North Carolina (Boone)	Legal Services	
ş	Legal Ald of North Carolina (Charlotte)	Legal Services	

• Click the "Show Tasks" link



 To modify existing tasks, click the pen and paper icon next to the relevant. To add a new task, click the "Add a New Task" button

Date	Name	Hours	
2/20/2016	Initial document review and phone call	0.5	🛛 🗙
2/22/2016	Completion of first two search summaries	5.5	$\mathbb{Z} \times$
2/23/2016	Work on third search summary and revision of documents to meet supervisor feedback	2	$\mathbb{Z} \times$
/2/2017	Completion of third and fourth search summaries	3.5	l × ≥
/3/2017	Completion of final search summary and work on first case summary	2	× 1
/5/2017	Completion of first two case summaries	4	2×
/6/2017	Completion of final two case summaries and review of all project materials	5.5	X

 Select a contact and task type from the first two dropdown boxes. Select a date in the task date box and briefly describe the work you did in the task box. Finally, type the number of hours you completed in the pro bono hours box. Hours need to be in half-hour increments Select your project from the dropdown menu. If you do not see a project that fits your work, <u>fill out the DIY</u> <u>project form</u> and your class coordinator will create a project for you. Then click the "Show Tasks" link

ACADEMICS	CAREER	DEVELOPMENT	COMMUNITY RESOURCES	STUDENT DEVELOPMENT	LAW LIBRARY	WEB TOO
Student Devela Student Organizat Dean's Advisory Meeting Minutes Event Planning G Student Elections Joint Journal Comp (JJC) Class Gift	opment council uide etition	« Pro Bono ADD TASKS Organizati Legal Ald d Select an O Bejets Tasks: No tasks h Show Tasks	Time Sheet STO A NEW PROJECT on: of North Carolina (Boone) rganization ask Wills Project 2011 - WNC ; ave been entered.	>		
McCall Award Select Scholarships Leadership Develop	tion	Finish Canc	: Please click the Finish button	below after entering your hours	to they are logged co	rrectly.
Holderness Moot C Broun National Tria	ourt Il Team					

Click "Add a New Task"

Tuaka for This Project			
TASKS FOR THIS PF	ROJECT en entered.		
Ų	_		
Add a New Task Clos	e		

 Select a contact and task type from the first two dropdown boxes. Select a date in the task date box and briefly describe the work you did in the task box. Finally, type the number of hours you completed in the pro bono hours box. Hours need to be in half-hour increments Once you see the task you just entered, click "Close"

asks for Thi	s Project			
ASKS FOR	THIS PROJECT (ded successfully.			
Date	Name	Hours		
2/20/2016	Initial document review and phone call	0.5	1	X
2/22/2016	Completion of first two search summaries	5.5	2	\times
2/23/2016	Work on third search summary and revision of documents to meet supervisor feedback	2	2	×
2/31/2016	Finished writing final report and organized working documents.	2.5	2	×
/2/2017	Completion of third and fourth search summaries	3.5	2	×
/3/2017	Completion of final search summary and work on first case summary	2	2	×
/5/2017	Completion of first two case summaries	4	2	X
/6/2017	Completion of final two case summaries and review of all project materials	5.5	1	×

- Click "Finish" on the "Add New Tasks to Project" page to complete the process. If you don't complete this step, your hours won't log
- Check your UNC email account. If you successfully logged your hours, you will have a message from the Pro Bono Program (note that the email may take a few hours to come through)

DD A NEW TASK			
Contact:			
Lockett, Denise ‡			
ask Date:			
ask:	clients during clinic.		
Tro Bono Hours: 3.5 Hours format:	HH Or HH.5		
hish ancel			
-			

• Once you see the task you just entered, click "Close"



- Click "Finish" on the "Add New Tasks to Project" page to complete the process. If you don't complete this step, your hours won't log
- Check your UNC email account. If you successfully logged your hours, you will have a message indicating this (note that the email may take a few hours to come through)